POSTAL SERVICE PROJECT

MAIL IMPROVEMENT PROGRAM

QUESTIONNAIRE

1. Number of pieces of mail intended for mailing in the postal system prepared and/or handled each month:

    a. Letter-size mail:

        (1) Ordinary envelopes   _30_

        (2) Window envelopes   _0_

        Total   _30_

    b. Flats (over 5-3/4" x 11-1/2"):

        (1) Up to 8-1/2" x 11-1/2"   _None_

        (2) 9" x 12"   _____

        (3) Over 9" x 12"   _____

        Total   _____

    c. Self-mailers:

        (1) Post cards   _0_

        (2) ADP cards   _0_

        (3) Fold over reply cards   _0_

        (4) Booklets   _0_

        (5) Other   _0_

        Total   _0_

    GRAND TOTAL   _cc_

2. Are insert sizes (as a rule) compatible with envelope sizes?
Yes___X___ No_____

3. Is it customary to fold inserts and use letter-size envelopes in lieu of flats where possible? Yes___X___ No_____

4. What types of material are normally mailed in flats? _____

_____

5. Are any envelopes sealed with strings, clasps or staples? Yes_____
No___X___ If yes, describe types of material and reason for using fasteners employed. _____

_____

6. Do envelopes or flats used comply with the colors prescribed in the attached general information guidelines? Yes___X___ No_____
Note: Most flats are a brown "Kraft" color. Is this color used for mailings?
Yes_____ No_____

7. Addresses are (check one):

Typed ___X___

Hand Stamped _____

Addressographed _____

Handwritten _____

8. Do address characters comply with the color, size, and spacing require-ments set forth in the attached general information guidelines? Yes___X___
No_____ If no, please describe variances. _____

_____

9. If window envelopes are used, do they have a transparent covering over the window? Yes___X___ No_____ If no, describe type of envelopes employed. _____

_____

10. In general, are envelopes addressed in conformance with the standards set forth in paragraphs 10, 11, and 12 of the general information? Yes___X___
No_____ If no, describe differences and reasons therefore. _____

_____

2

11. Cost of mailing is covered by (check one):

    a. Postage stamps   _____

    b. Metered mail machine   ____X_____

    c. Penalty indicia   _____

STATINTL

STATINTL

MEMORANDUM FOR:

SUBJECT   :   Postal Service Project; Mail Improvement Program

1.   All Government agencies are required to participate in the subject program for the following reasons:

    a.   To reduce costs of postal operations.

    b.   To take maximum advantage of the efficiencies that can be realized by high-speed automated handling of mail.

    c.   To afford better protection for mail processed by automated methods STATINTL and to expedite mail deliveries.

STATINTL

2.   As discussed with you in a recent telephone conversation with [ ] of this Staff, it is desirable to make an informal survey to determine if the Agency is, in general, preparing and processing mail in accordance with standard practice developed by the Postal Service.

3.   Attached is a general information guideline (Attachment 1) which sets forth some of the more important rules relative to improving the preparation and handling of mail. This guideline will provide material assistance in conducting a survey.

STATINTL

4.   It is requested that the questionnaire (Attachment 2) be filled out and returned STATINTL to [ ] Planning Staff, Office of Logistics, room 1236 Ames Center Building, prior to 9 January 1970. In the event of questions, or if any problems arise, [ ] can be reached on extension [ ]

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Acting Chief, Planning Staff, OL

2 Atts

OL 9 8126

GOVERNMENT-WIDE POSTAL SERVICE PROJECT

MAIL IMPROVEMENT PROGRAM

GENERAL INFORMATION

1. Where possible, "letter-size mail" to be prepared within range of sizes compatible with machine processing by the Postal Service. Acceptable sizes range from 3" x 5" x .007" through 5-3/4" x 11-1/2" x .25".

2. After stuffing and sealing, envelopes should not exceed 1/4" in thickness.

3. All letter-size envelopes to be rectangular in shape.

4. Size of inserts should be compatible with envelope size to minimize possibility of damage to mail resulting from bending, or the insert being punched out of the envelope by machine processing. Examples: (a) Use of 3-7/8" x 8-7/8" envelopes for all 8" x 10-1/2" paper, forms, etc., and (b) if self-addressed envelope is to be used for return of 8" x 10-1/2" material, use a 4-1/8" x 9-1/2" envelope for mailing with a 3-7/8" x 8-7/8" envelope enclosed.

5. "Flats," i.e., mailings larger than letter size to be confined to envelopes no larger than 8-1/2" x 11-1/2" wherever possible. Use of envelopes over 9" x 12" in size to be avoided if at all practical to do so.

6. Envelopes must be closed on all four edges with all flaps gum sealed. Clasp, string, and staple closures not to be permitted.

7. All window type envelopes should have window covered with transparent material.

8. Letter-size envelopes should be in solid colors of white, very light green, or very light blue with black or blue-black address print. Labels and window inserts to conform with the same specifications.

9. "Self-mailers," i.e., any mail except parcels not having an outer envelope, cover, or wrapping, such as post cards, ADP cards, multiple page drawings, booklets and the like, must be folded to letter size and fastened by at least one gum fastener on the long open edge:

   a.   Items such as post cards can be mailed as first class mail if meeting all requirements for same.

   b.   Self-mailers not meeting first class mail requirements to be mailed in accordance with the rules for third class bulk mailings.

10.   All addresses to be within the "read zone," normally a rectangular area on the envelope 2-1/2" up to 8" in size, parallel to the long edge of the envelope, starting 1" from the left edge and 1/2" from the bottom edge.

11.   Addresses on inserts for window envelopes to be within read zone of window with at least 1/4" clearance between address and edges of the window on all sides.

12.   Block format to be used for all addresses with city, state, and ZIP code appearing alone, and in that sequence, on the bottom line of each address. The street or box number should be on the line immediately above the city, state, and ZIP code. Street address and box number should never be combined in the same address.

13.   Approved U. S. Government eagle indicia to appear in upper right hand corner of envelope where applicable. Return address to be located in upper left hand corner.

14.   Since Optical Character Readers are used by the Postal Service, the type for address characters should be within the 5 to 11 point range. Word spacing can be from one character space to .6"; line spacing from 3 to 6 lines per inch.

15.   Addresses, whether typed, imprinted by addressograph plates, or hand stamped should be completely legible with the characters clear, dark, and sharply defined.